



Reserve a Meeting Room

Meeting Room Use Policy

When not being used for Library sponsored activities, the Library's meeting rooms are available for use by non-profit Henderson County based community organizations. Proof of tax exempt status may be required to establish eligibility. Library use of the meeting Rooms is a first priority and the Library reserves the right to cancel a reservation if a room is needed for that purpose. Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library. The Library subscribes to the tenets of the Library Bill of Rights, which states in part, Libraries which make exhibit spaces and rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Meeting rooms can be booked a maximum of 3 months and a minimum of 7 days in advance of the scheduled date.

Eligibility:

Groups may use a library meeting room if:

- The organization is non-profit
- The meeting is open to anyone
- No admission is charged, nor solicitation of funds/donations

Meeting Rooms cannot be used for:

- Private parties
- For-profit activities
- Any activity where admission is charged
- For any exclusive group

Please direct questions or technical issues to jmiller@hendersoncountync.gov [1].

Available meeting spaces:

Main Library [Book this Space](#) [2]

- Kaplan Auditorium (Seated capacity: 155, Standing only capacity: 215, Seated with tables capacity: 72)



- Hearing Loop available for the hearing impaired
- Learning Lab (Seated with tables capacity: 16)

Fletcher Library [Book this Space](#) [3]



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- Meeting Room (Seated capacity: 50)
- Downstairs (Seated capacity: 102, Seated with tables capacity: 48, Standing only capacity 140)

Edneyville Library [Book this Space](#) [4]

- Meeting Room (Seated capacity: 20, Seated with tables capacity: 14, Standing only capacity: 40)

Etowah Library [Book this Space](#) [5]

- Meeting Room (Seated capacity: 70, Seated with tables capacity: 35, Standing only capacity 100)